

Hertford County Emergency Communications Governance Board Minutes

Meeting Date: January 8, 2014

Time: 10:00 AM

Location: Hertford County Emergency Service EOC

Topic: Governance Meeting

Attendees: Juan Vaughan – Hertford County Sheriff, Chris Smith – Emergency Management Director/Fire Marshal, Darrell Rowe – Murfreesboro Police Chief, Joe Murray - Citizen at Large, Ken Dilday – Ahoskie Fire Department, James Broglin – EMS Director, Ronald Gatling – Hertford County Commissioner, Troy Fitzhugh – Ahoskie Police Chief, Bryant Cook – Hertford County Firefighters Association

Board Members Not Present: Sarah Wallace – Murfreesboro Town Councilwoman, Maurice Vann – Ahoskie Town Councilman

Other Present: Sara Turner – GIS/Land Records/E911 Addressing, Loria Williams – County Manager, Sherri Busch - Kimball Consulting

10:00 A.M. Chris Smith called meeting to order. Minutes from last meeting were brought to the table to accept as written. Motion was made by Commissioner Gatling to approve minutes and motion was seconded by Chief Fitzhugh. No discussion, all in favor, motion carried.

Old Business:

E-911 Director Position

- Chris Smith presented the E-911 director position to the Board of Commissioners at the 12/16/2013 meeting. The Board approved the position at a Grade 19 pay scale.
- The advertisement is now on the Hertford County website and listed with NCWorks. It is open until 2/14/14.
- Loria emphasized to the governance board that all applications need to come in from the NC Works Office and not from individuals dropping off applications in office.
- Chris gave a special thank you to the Sheriff and both Municipal Chiefs for their attendance and support during the Board of Commissioners meeting.

Surveys

- All surveys for Becker Morgan have been returned and they will be setting up a meeting for follow up.
- Sherry Busch reported that one of the surveys from the Kimball group (Ahoskie) still had not been turned in. Chief Fitzhugh made arrangements for the survey to be completed after the meeting.
- Chris Smith reported that the OSFM surveys were to be completed and picked up during the time of on-site visits to the local PSAPs. Chris emphasized that each group needed to go ahead and do the survey and let him know when they were finished so that the visits could be scheduled before March.

Grant Reporting

- There has been no news from Richard Taylor to either Loria or Sherry about the grant reporting process. Sherry stated that she will continue to try to be in touch with Richard Taylor to set up a meeting.
- Chris Smith has sent in monthly reports to the board based on what Sherry has said other counties were required to do.

Selected Terms for elected officials

- Chris contacted Tony Hammond of Ahoskie to inform him that the Town of Ahoskie Representative, Maurice Vann drew the one year term at the last meeting which expired in December. Town council will reappoint or appoint a new representative at the next Town council meeting.

County Website

- Chief Fitzhugh reported that Southern Software is supposed to be upgrading their mapping station in the month of January.

New Business:

Interview Panel

- Discussion was had on who was to be on the interview panel for the E-911 Director position. Sherry Busch recommended no more than a few people and one should be from outside the county with no affiliation with the group.
- Chris recommended there should be one from each municipality and one from the county, along with an individual representing human resources.
- Sara recommended that the chosen panelist should be somewhat knowledgeable with the terminology and material matter involved.
- Sherry Busch agreed to sit on the interview panel as an observer if needed, and agreed to provide proper interview questions for the position.
- Loria explained to the governance board how the county's interview process is conducted and asked if the board was okay with that process. There was no discussion.
- Commissioner Gatling asked if the panel will select from the applicants who will be interviewed, with Loria replying that she has done it both ways in that she has let the interview panel decide, and she has decided in the past. There was no further discussion.
- Chris asked if the citizen at large and Fire association representative should be added to one of the municipalities or county, or should they have a separate voice.
- Loria reported that the board need not make the decision of who is on the panel; however each representative board (Ahoskie Town Council, Murfreesboro Town Council, and Board of Commissioners) will choose a representative to be on the interview panel.
- Chief Fitzhugh and Chief Rowe both agreed to take that message back to their respective boards.
- Commissioner Gatling requested that the board agreed to have five members on the interview panel.
- Motion was then made by Chief Fitzhugh and seconded by Ken Dilday. No further discussion, all were in favor, motion carried.
- Chris Smith requested the governance board bring back nominations to the next meeting of who to ask as an outside representative to sit on the panel.

Elect New Officers

- Floor was opened for nominations for new officers
- Motion was made by Ken Dilday to keep the governing officers as is, seconded by Ronald Gatling.
- Joe Murray requested to know who those officers were: Chris Smith – Chair, Sheriff Vaughan – Vice Chair and James Broglin – Secretary.
- No further discussion, all in favor, motion carried.

Update from Sherry

- 1/3 data still missing – will hope to finish gathering that info with Town of Ahoskie after meeting
- Once data is received a complete report and assessment will follow.
- Scope is to make recommendation and determine focus when moving forward with project.
- Ernie Olds is lead architect and will be scheduling a meeting with the governance board soon

Other

- Joe Murray requested to be added to the group email list. Chris advised to see him after meeting.

Meeting adjourned 10:46

Next Scheduled Meeting: February 5, 2014 at 10:00 A.M.